



KENTUCKY
COMMISSION
FOR
CHILDREN
WITH SPECIAL
HEALTH CARE
NEEDS

CCSHCN
Administrative
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Program Office
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Western Kentucky
University
Bowling Green

Northern Kentucky
University
Highland Heights

University of Kentucky
Lexington

University of Louisville
Louisville

Morehead University
Morehead

Murray State
University
Murray

July 12, 2002

Dear Parent or Guardian:

The Commission for Children with Special Health Care Needs (CCSHCN) is pleased to provide early intervention services to your child through First Steps. We trust that these services are beneficial to your child and family and help your child to become healthy and ready to learn.

To comply with state and federal Medicaid regulations, we must bill private insurance for all First Steps children who are covered by private insurance and Medicaid. Our records indicate that your child is covered by private insurance and Medicaid. As a condition of eligibility for Medicaid, you agreed to have your private insurance billed first for any services that Medicaid may cover. When you applied for Medicaid, you were required to sign a "Third Party Liability Health Insurance" form.

We began June 15, 2002 to bill your private insurance for the First Steps services that your child receives. No action is required on your part.

- **We will handle all billing matters, so no action is required on your part.**
- **There will be no additional cost to your family.**
- **First Steps will pay insurance co-pays and deductibles.**
- **If your insurance company declines payment, you will not be responsible for charges for an approved First Steps service.** (Medicaid or First Steps will pay for these services after your claim has been denied.)
- **You must keep your service coordinator and DCBS caseworker informed about your insurance status.**

By billing private insurance, the CCSHCN is not only complying with the law, but also receiving Medicaid funding for the First Steps program. This funding helps us to continue providing developmental services to Kentucky's infants and toddlers and their families.

Thank you in advance for your cooperation. If you have any questions or concerns, please contact your service coordinator.

Sincerely,

Alicia Dailey, First Steps Financial Case Manager



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